

**Town of Brookfield  
Brookfield, CT 06804  
Library Board of Trustees  
New Library Sub Committee  
Minutes of Meeting of October 20, 2021 meeting in library**

Present: Christina Cumberton, Chair, Debbie Brooks, Mary Cappiello, Frank Kwok, Betsy McIlvaine, and Tracey Wehking, Library Director.

Paul Checco, Municipal Building Committee (MBC) member joined by phone for the New Business portion.

1. Christina called the meeting to order at 5:00 pm in the Community Room of the Library.
2. Public Comment: None.
3. **Approval of minutes of September 22, 2021:** Motion to approve made by Frank, seconded by Mary, approved unanimously.
4. Additions to agenda: None.
5. **New Business:** Paul Checco joined us by phone. Discussion ensued regarding the timing of the RFP/RFQ for the feasibility study in regards to the upcoming municipal elections.

Mr. Checco will finalize the modifications and add dates to the document and will make the document available prior to the Library Board of Trustees meeting on October 27, 2021. The Board of Trustees will vote on approval and Christina will send approved RFP/RFQ for to Julian Capadose, Town Purchasing Manager for immediate posting. Mr. Checco anticipated an award date before the Christmas holiday.

6. **Old Business:** Brief discussion of the Town's 10-year Capital Plan and where the new library is currently placed within the plan.

Next NLC meeting is scheduled to be at the library on November 17, 2021 at 6:00pm prior to the Board of Trustees meeting.

Christina adjourned the meeting at 5:26pm.

Minutes provided by Tracey Wehking